


Reporting Center Property Ownership Transfer Policy

Approved: 

Date: October 2014

I. Policy

To aid in the establishment of Reporting Centers, it is the policy of the Administrative Office of Probation, to purchase all equipment/supplies/furnishings required for a new Reporting Center. When it is determined by the Administrative Office of Probation that the Reporting Center is operational, ownership of all items purchased by the Administrative Office of Probation, will be transferred to the county in which the Reporting Center is located. There will be no exchange of funds to complete this transfer of ownership. These items will remain at that Reporting Center Facility for their continued use. The county is responsible for all future maintenance/repair/replacement/disposal of these items.

II. Purpose

Purpose of this Policy is to establish initial ownership of equipment/supplies/furnishings purchased for a new Reporting Center and Protocol related to subsequent transfer of ownership.

III. Reference

None

IV. Procedure

- A. At the startup of a new Reporting Center, the Chief Probation Officer or a designee with oversight of the Reporting Center will forward a Letter of Transfer, printed on district letterhead, to the appropriate County Board/Commissioners. This letter of transfer will include an inventory of all property being transferred to the County, as well as a statement of Acceptance of Possession and Future Responsibility.
- B. Reporting Center shall designate an individual to follow through that a copy of the Acceptance of Possession and Future Responsibility Statement is signed and a copy of this document returned to the Nebraska State Probation Administration office.
- C. No equipment/supplies/furnishings purchased with Federal Funds will be transferred to any county. It is the responsibility of the Reporting Center Coordinator to contact the Financial Officer for the Administrative Office of Probation to verify the Funding source for equipment/supplies/furnishings and enforce this requirement.